



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
SPECIAL TROOPS BATTALION, 3D CORPS SUPPORT COMMAND
UNIT 29620
APO AE 09096

AETV-SCS-H

24 October 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Special Troops Battalion Policy Memorandum # 13, Personnel Actions

1. **PURPOSE.** To ensure all soldiers are aware of the Personnel Actions policy.
2. **APPLICABILITY.** Headquarters, Special Troops Battalion all subordinate units.
3. **Policy.**

a. All personnel actions (e.g., curtailments, extensions, awards) submitted to the Special Troops Battalion will be endorsed by the individual's chain of command. Actions for those assigned to staff sections must have evidence or routing for comment. This may be in the form of initials on the basic correspondence, endorsement or a memorandum. Given the organizational structure of this battalion and its functional diversity, staff input validates the worth of the action, acts as "quality control" and ensures the chain of supervision remains informed of such activities.

b. Where written comments are not practical, such as in Uniform Code of Military Justice or adverse administrative actions, the individual's chain of supervision should be present to offer testimony and make recommendations of the appropriate disciplinary action.

4. **SUPERSESSION.** This policy supercedes STB Policy Letter # 13, dated 20 Nov 2001.
5. **EXPIRATION.** This policy memorandum expires 1 October 2003.
6. **"Fit to Fight!"**

/// Original Signed ///

MICHELE M. PUTKO
LTC, OD
Commanding

Distribution:
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